



Renewable Resource Program Instructions

Division of Energy and Climate – 1203 College Park Drive, Suite 101- Dover, Delaware 19904

Email: DNREC.GreenEnergyProgram@state.de.us – Web: <http://www.dnrec.delaware.gov/energy>

Getting Started:

1. **Review program requirements.** Regulations can be found on the Delaware Energy Office website: http://www.dnrec.delaware.gov/energy/services/GreenEnergy/Pages/CoopGEP_F.aspx
2. **Select a qualifying technology.** Qualifying technologies include: geothermal, photovoltaic, solar water heating and wind turbines.
3. **Select a retailer or installing contractor.** The Delaware Energy Office maintains a list of participating contractors on the Delaware Energy Office website.
4. **Submit Initial documentation** - Use the **Documentation Description** pages for clarification
 - ☐ Completed Grant Application
 - ☐ Copy of a Project Estimate, Purchase Order or Letter of Intent
 - ☐ Copy of recent electric bill for the installation address
 - ☐ System Schematic
 - ☐ Manual J calculation or equivalent - **(Geothermal Applicants Only)**
 - ☐ Plot Diagram
 - ☐ Solar Shade Analysis **(PV and Solar Hot Water Applications only)**
 - ☐ Copy of Approved Building Permit
 - ☐ Approved Interconnection Agreement - **(PV and Wind Applicants Only)**
 - ☐ Final documentation for already completed systems (see step 3 below—grant confirmation and claim form will be sent after all documentation has been received for completed systems.)

COMPLETION INSTRUCTIONS--for new systems:

1. **Wait for your notification letter.** Approved applications will receive a **Grant Confirmation Form**. Declined applicants will be informed as to what further information is required.
2. **Install your system as described in the Grant Application.** Please notify the Energy Office in writing of changes to your original request, failure to do so may cause a delay in the processing or forfeiture of your grant. All systems must conform to all program requirements.
3. **Submit Final Documentation** - Use the **Documentation Description** pages for clarification
 - ☐ Signed Grant Confirmation and Claim Form
 - ☐ Copy of Final Building Inspection and Approval Documents
 - ☐ Copy of Final Interconnection Approval **(PV and Wind Applicants Only)**
 - ☐ Copy of Geothermal Well Permit(s) - **(Geothermal Applicants Only)**
 - ☐ Copy of Final Sales Invoice(s)
 - ☐ Copy of Warranty Agreement **(5 year minimum, parts and labor)**

ENERGY OFFICE FINAL REVIEW

1. Upon final documentation receipt, the Energy Office will evaluate your project for payment.
2. The Energy Office may wish to inspect your system prior to approving the grant payment.
3. The Delaware Energy Office processes applications and conducts technical reviews only. Please contact the Delaware Electric Cooperative regarding grant payment timelines and program funding issues; the contact is Mark Nielson, telephone number 302-349-3147.